

REQUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. C-35PAGE  
NO. 1.

Requesting Agency

WORCESTER COUNTY

2. Division or Bureau of Requesting Agency

CLERK OF CIRCUIT COURT

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. \*  
Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

## 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.1. ✓ CORRESPONDENCE

Quantity: 2 cubic feet

Dates: 1942 --

File Arrangement: Alphabetical

Annual Accumulation: 1/4 cubic foot

Disposable Amount: 1 1/4 cubic feet

Correspondence with individuals, private firms, various state and county agencies, etc., concerned with the functions of the Clerk's office.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION  
OR RECEIPT AND THEN DESTROY.2. ✓ LICENSES

Quantity: 17 cubic feet

Dates: 1933 --

File Arrangement: by fiscal years

Annual Accumulation: 1 cubic foot

Disposable Amount: 1 1/4 cubic feet

Audited by: State

Applications for, and stub records and carbon copies of the following annual licenses issued by the Clerk of Court:

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Frank W. Hale

Clerk of Court

September-15, 1955

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of  
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of  
Public Works.

10/7/55

Date

Morris S. O'Connell

Archivist

Date

J. McElusker

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

Item  
No.

Amusement	Huckster's
Angler's	Hunter's
Auctioneer's	Junk Dealer
Beer	Laundry
Billiard Table	Liquor
Bowling Saloon	Motion Picture Machine
Carnival	Moving Picture Show
Chain Store	Music Box
Cigarette	Plumber's and Gas Fitter's
Circus	Pusher's
Clammer's	Restaurant and Eating Place
Clam Dealer's	Show
Cleaning, Dyeing and Pressing	Soda-Water Fountain
Construction Firms	Solid Fuel Dealers Certificates
Crabber's	Storage Warehouse
Crab Dealer's	Tonger's
Dredging	Trader's
Duck Blind	Trader's and Miscellaneous
Garage	Trading Stamp Companies
Hawker's and Peddler's	Vending Machine
Horse and Jack	Wholesale Dealers in Farm Machinery

A record of licenses issued is kept in the permanent License Books. Total amounts received for licenses are recorded in the Cash Book (Cash Receipts and Disbursements), which is a permanent financial record of the Clerk's office.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

3. RECEIPT BOOKS

Quantity: 20 cubic feet  
Dates: 1938 --  
File Arrangement: Chronological  
Annual Accumulation: 1 1/2 cubic feet  
Disposable Amount: 16 1/2 cubic feet  
Audited by: State

APPROVED BY  
PUBLIC WORKS

Date: 1 1955

*J. McLaughlin*  
Secretary

There are two types of printed forms, contained in two concurrent series of receipt books:

1. General Receipts, used in receipting for any money received by the Clerk except fees for marriage licenses.
2. Marriage License Receipts, used in receipting for marriage license fees.

APPROVED  
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE  
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No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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All receipts are prepared in duplicate, the original going to the payor, and the copy remaining in the receipt book. All receipted transactions are recorded in the Cash Book (Cash Receipts and Disbursements), which is a permanent financial record of the Clerk's office.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 10 cubic feet  
Dates: 1933 --  
File Arrangement: Chronological  
Annual Accumulation: 1 cubic foot  
Disposable Amount: 7 cubic feet  
Audited by: State

This item includes the following accounting records, used as supporting data to the final book of entry. The transactions which they concern are recorded in the Cash Book (Cash Receipts and Disbursements), which is a permanent financial record of the Clerk's office.

Paid invoices and bills for office supplies and services connected with the operation of the Clerk's office.

Banking records, including check stubs, canceled checks, bank statements, deposit slips, and bank books of the Clerk of Court.

Copies of monthly and annual reports to the State Comptroller.

Daily Office Receipt records, listing money received by the Clerk's office each day.

Copies of payrolls and supporting documents sent to the Employees' Retirement System.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

RECEIVED BY  
HALL OF RECORDS COMMISSION  
DATE 001 19 1955

*[Signature]*  
SECRETARY